

CITY OF GRAVETTE

Checklist: Due at time of submittal:

1. Payment of the \$200.00 application fee.
2. Copy of the warranty deed.
3. The submittal of seven (7) copies of a plat, drawn on an 18" X 24" maximum paper size, limited to a single page drawing, and drawn to a standard drawing scale (i.e.: 1" = 20', 1" = 50', etc.). All plats must be folded to an 8.5" X 11" standard page size, with the title block clearly displayed. Drawings shall be prepared, stamped and signed by a registered land surveyor in the state of Arkansas.
4. A brief description of the project.
- C 5. Proof of county approval if outside City limits (if newly created tracts are less than 5 acres).

The Survey Must Include The Following Items:

GENERAL

1. Project name.
2. Project type.
3. Surveying / Engineering firm information.
4. Drawing number, drawing date, and revision number.
5. Existing lot lines and proposed lot lines.
6. Atlas page number.
7. Legend: property line, right-of-way line, center line, easement line, set pins, found pins,
8. Vicinity map.
9. North arrow.
9. Scale.
10. Set pins.
11. Found pins.
12. All adjacent property lines.
13. Adjacent property owner information and parcel number.
14. All adjacent zoning information.
15. Block for filing in either the upper or lower right hand corner.
16. Floodplain notation.
17. Zoning of property.
18. Building setback table.
19. Correct signature blocks: Planning Commission Chairman, Mayor, City Clerk, Owner and Notary.